Approved For Release 2002/06/ 11 GIA RDP81B00961R000100150050-5

MEMORANDUM FOR: Acting Chief, Support Division, OSA

SUBJECT

: OSA Imminent Move to New Fifth Floor Space

OSA-5025-63

18 September 1963

	1. On this date I had a telephone conversation with
25X1A	Deputy Chief, Physical Security Division,
	Office of Security, as a follow-up to our discussion with
25X1A	him on 17 September 1963. informed me that
	before the Office of Security can provide a receptionist
	for our space on the fifth floor, it will be necessary for
25X1A	this Office to obtain approval for a new slot for a GS-5
SAIA	receptionist (and funds). He suggested, from his discussions
	with Chief, Support, Office of Security, that we
	would have to take action through the Office of Comptroller,
	etc., to obtain approval for this receptionist slot. He also
	suggested that we should request approval for necessary funds for a guard. He estimated the cost of a guard at per 25X1A
	for a guard. He estimated the cost of a guard at per 25X1A hour for sixteen hours a day during normal work days and
25X1A	twenty-four hours a day on <u>Saturdays</u> . <u>Sundays</u> and holidays.
25X1A	suggested that ext. of the 25X1A
	Office of Security, is presently checking to determine the
	exact cost for guard service.
	Action 12 th Action to the Comment of the Comment o
25X1A	2. I requested to ensure the availability
	of a receptionist as warry as next week, and he stated that
	he would check to see if a receptionist is, in fact, available.
	3. With regard to the stairwell connecting the fifth
	and sixth floors, informed me that for safety
25X1A	reasons it does not appear that it will be possible for us
	by moving the steel mesh wire fence to have free access up
	and down stairs. He went on to point out that it would appear
	that the next best solution would be a push button type lock
25X1A	on the doors to our area from the stairwell on the fifth and
	sixth floors. This, said should be incorporated

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in a request to Logistics which would be coordinated with the Office of Security.

4. The above is for your information and necessary action.

25X1/	4			
	Chief,	Security OSA	RILLI	

25X1A

OSA/SS mpr
Distribution:
Orig & 1 - Addressee
1 - SS/OSA
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